



Resume Action Verbs

Management	Communication	Research	Teaching	Technical	Financial/ Clerical	Creative
Accomplished Administered Analyzed Assigned Attained Chaired Conducted Contacted Contracted Consolidated Controlled Coordinated Delegated Developed Directed Established Exceeded Executed Headed Hired Incorporated Increased Managed Organized Planned Prioritized Produced Recommended Resolved Retained Scheduled Supervised Trimmed	Addressed Arranged Authored Corresponded Drafted Edited Enlisted Formulated Influenced Interpreted Lectured Mediated Moderated Motivated Negotiated Participated Persuaded Presented Promoted Proposed Publicized Reconciled Recruited Related Secured Sold Spoke Translated Wrote	Clarified Collected Consulted Criticized Diagnosed Evaluated Examined Experimented Extracted Grouped Identified Inspected Interviewed Investigated Obtained Reviewed Searched Surveyed	Adapted Advised Coached Corrected Communicated Enabled Encouraged Explained Facilitated Guided Informed Initiated Instructed Assessed Assisted Counseled Demonstrated Educated Expedited Referred	Assembled Automated Built Calculated Computed Designed Determined Diverted Devised Eliminated Employed Engineered Enhanced Maintained Operated Overhauled Programmed Reduced Refined Remodeled Repositioned Repaired Solved Structured Trained Upgraded	Allocated Appraised Audited Balanced Budgeted Decreased Equated Forecast Marketed Projected Researched Verified Approved Catalogued Compared Compiled Completed Dispatched Distributed Enlarged Generated Implemented Monitored Prepared Purchased Reorganized Recorded Rectified Retrieved Screened Specified Sorted Tabulated Validated Convinced	Acted Awarded Conceived Created Designed Fashioned Founded Illustrated Improved Innovated Instituted Integrated Introduced Invented Packaged Performed Redesigned Reshaped Revitalized Shaped